

General Information

- Programs and staff are licensed through Maryland State Department of Education Office of Child Care
- The Department of Recreation and Parks, a recognized leisure industry leader in opportunities for individuals with disabilities, is pleased to comply with the Americans with Disabilities Act (A.D.A.) regulations. Accommodations are made on an individual basis. Please call 410-313-4628.
- Financial assistance is available by application on an individual basis. Please call 410-313-4659.
- All programs must meet minimum registration requirements by July 9 of the program year.
- We offer optional full-day programs (additional fee per day) for some school holidays and closings.
- RLC program registrants have easy access to other recreational programs for additional fees. The Department of Recreation and Parks does not provide transportation for those participants who do not attend school at the program site.
- All fees are based on full-time participation and subject to change. No prorated fees. Payment is due monthly.
- For registration and space availability, call 410-313-7275.

Care For Elementary School Children

This licensed diversified recreational program includes activities such as arts and crafts, sports and games, fitness, nature and ecology, creative dramatics, homework/study time, special events & field trips.

- **Quality licensed care** from 7 a.m. until school begins and from scheduled dismissal time until 6 p.m. Length of program is based on each school's opening and dismissal times.
- **Minimum** staff child ratio: 1/15
- **Morning** and afternoon snacks are provided.
- **Monthly** themes and projects.
- **Participants** must be in Grades K-5
- **Locations:**

Bellows Spring	Laurel Woods
Bollman Bridge	Lisbon
Bushy Park	Manor Woods
Dayton Oaks	Pointers Run
Deep Run	Rockburn
Ducketts Lane	St. John's Lane
Elkridge	Triadelphia Ridge
Forest Ridge	Veterans
Fulton	Waverly
Gorman Crossing	West Friendship
Hollifield Station	
Ilchester	

2015-2016 Monthly Fee Schedule (Fees subject to change)

M-F from 7 a.m.	\$201 month
M-F to 6 p.m.	\$309 month
M-F a.m. & p.m.	\$446 month

2015-2016

RLC Elementary School Child Care Application



Recreational Licensed Child Care's mission is to provide a safe, nurturing, quality program for the youth of Howard County.

Registration Form: 2015-16 RLC—Elementary

Time: ☐ am; ☐ pm; or ☐ am & pm

School Attending _____ Grade Fall '15 _____

Name of Registrant ☐ Female ☐ Male _____ DOB _____

Street Address _____

City _____ State _____ Zip _____

Home phone _____ Email _____

Work/cell phone (Mr.) _____ Work/cell phone (Ms.) _____

I agree to abide by all Rules and Regulations of the Howard County Department of Recreation and Parks. I, on behalf of myself and my child, agree to hold Howard County, its employees, officials and agents harmless from any and all claims for damages unless due to the sole negligence of the County, its employees or agents.

Signature _____ Date _____

\$50 non-refundable registration fee;

And first month's payment enclosed (if registering on/after July 17, 2015)

Amount enclosed \$ _____

Credit Card Payment: MasterCard, Visa, AmExp or Discover

Exp. _____ / _____ CVC Code: _____

_____ / _____ / _____ / _____

Signature of cardholder _____

Print Name _____

*******Please fill out health problem and disability portion to the right*******

For office use only:

Date rec'd Amt rec'd Initials

Registration

New! Open enrollment begins November 4, 2014 for all families.

Applications for the 2015-2016 school year will be accepted at 7120 Oakland Mills Rd., Columbia, 21046 on or after November 4, 2014, by mail, fax: 410-313-4658, telephone: 410-313-7275 or walk-in between the hours of 8:00am-4:30pm Monday-Friday.

New! Current and incoming participants require only the \$50 non-refundable registration fee per child to secure a space. The full September payment for the 2015-16 school year will be invoiced in early spring with a due date of July 17, 2015.

We accept Visa, American Express, Discover or MasterCard with any method of registration. Cash and/or checks can be accepted via mail or walk-in only.

Registrant has the following health problem or disability; please check all that apply:

- ☐ Deaf /Hard of Hearing
- ☐ Vision Impairment
- ☐ Seizures
- ☐ Uses Mobility Aids (i.e. wheelchair, braces, etc.)
- ☐ Developmental Disability (i.e. autism, intellectual, etc.)
- ☐ Other (i.e. behavioral/emotional disorder, etc.) _____

☐ Allergies _____

Registrant needs the following special accommodations:

- ☐ Inclusion Companion
- ☐ Deaf /Interpretive Services
- ☐ Other _____

Beginning November 4, 2014, registrations will be processed as received via all methods. Receipt of registration will be sent via email or the customers preferred form of communication.

All programs are limited to the space availability at the site. Waiting lists will be implemented when the maximum enrollment is reached. There is no fee to be on the waiting list, so the \$50 registration fee will not be processed. Checks received by mail will be returned with the waiting list confirmation.

Packets with licensing paperwork will be available during the summer. All licensing paperwork must be completed and turned in before the program begins by the date specified on the welcome letter.

September's tuition will be due no later than **July 17, 2015**. An invoice will be mailed/email sent prior to the due date. If you no longer need the program when the invoice is received, please follow the refund request policy below. Payment must be received by July 17, 2015 or your child will be removed from the program.

Refund requests must be received in writing or via email. No refunds or credits for September fees (including for lessening the hours of service) will be permitted after August 3, 2015. Please send your request in writing: mail to 7120 Oakland Mills Rd., Columbia, 21046, Fax to 410-313-4658 OR Email to: registration@howardcountymd.gov